

SRRC HVAC Maintenance, Repair/Replacement

Aiken County Government is soliciting sealed bids from qualified vendors to provide a comprehensive heating-ventilation-air conditioning HVAC maintenance and repair program for three facilities at the Savannah River Research Campus, SRRC. Aiken County is not obligated to award a contract, nor is Aiken County liable for any costs incurred by the bidder in the preparation and submittal of bids for the subject work. This contract will be awarded to one vendor. The bidder is responsible to inform himself/herself fully of the conditions relating to the requirements of this bid and to become familiar with all of the bid documents and contract documents.

I. BACKGROUND

The Savannah River Research Campus, SRRC, is a 422-acre site specially designed to play host to a wide range of technology-based business ventures.

- Cooperative Research Center, CRC, is approximately 47,000 square feet.
- Aiken County Technology Laboratory, ACTL, is approximately 21,000 square feet.
- Applied Research Campus, ARC, is approximately 60,000 square feet.

The successful vendor will be expected to perform the services listed below in **Section II. Specifications**. Work will include the provision of a total preventative maintenance program including, but not limited to the inspections, preventative maintenance, repair, programming, and other tasks and services necessary to insure safe, well-maintained HVAC systems, providing quality air for the SRRC tenants and the public.

II. SPECIFICATIONS

1. Personnel

The vendor shall retain professional personnel who have successfully and competently provided municipal facility HVAC maintenance and repair services on projects of similar scope and complexity and who has a three hundred sixty-five (365) day per year, twenty-four (24) hour service department. The vendor shall provide staff that is qualified, and proficient in the complete maintenance and repair of commercial air handlers, HVAC control systems, and a variety of HVAC units to include multi-zone air handling systems outlined below:

BUILDING UNIT# ROOM# TYPE	MANUFACTURER SIZE	Model#	Serial#	LOCATION SUPPLY IN/SUPPLY O/A
CRC 1 RTC 1	TRANE 55 TON	SFHFC554LE67C8BD 2001ABEGLTY8	J94J72747	ROOF
CRC 2 RTU 2	TRANE 55 TON	SFHFC554LE67C8BD 2001ABEGLTY8	J94J72748	ROOF
CRC 3 RTU 3	TRANE 55 TON	SFHFC554LE47C6BD 2001ABEGLTY8	J94J72749	ROOF

BUILDING UNIT# ROOM# TYPE	MANUFACTURER SIZE TYPE	Model#	Serial#	LOCATION SUPPLY IN/SUPPLY O/A
ACTL 1 122, 123	Carrier 6 ton Gas furnace Cooling Unit	38AK-007---611-- 460V/Phase 3	58MXA060-12 1101G00105	2400/400CFM TWIN
ACTL 2 124	Carrier 7 ½ ton Gas furnace Cooling Unit	38AK-008---611-- 460V/Phase 3	58MXA060-12 3001G04122	2400/400CFM TWIN
ACTL 3 134, 136	Carrier 6 ton Gas furnace Cooling Unit	38AK-007---611-- 460V/Phase 3	58MXA060-12 1101G00104	2000/700CFM TWIN
ACTL 4 130, 132	Carrier 7 ½ ton Gas furnace Cooling Unit	38AK-008---611-- 460V/Phase 3	58MXA060-16 0601G00189	3000/700CFM TWIN
ACTL 5 100, 120, 121	Carrier 3 ½ ton Gas furnace Cooling Unit	38CKC042-010 460V/Phase 3	58MXA060-16 2901E18473	1400/800CFM
ACTL 6 100 H	Carrier 3 ton Gas furnace Cooling Unit	38CKC036-610 460V/Phase 3	58MXA060-12 2701E07801	1200/400CFM
ACTL 7 154, 155, 156, 157	Carrier 3 ton Gas furnace Cooling Unit	38CKC036-610 460V/Phase 3	58MXA060-12 2701E07802	875/800CFM
ACTL 8 100 J	Carrier 4 ton Gas furnace Cooling Unit	38CKC048---641-- 460V/Phase 3	58MXA060-16 2701E14553	1200/400CFM

BUILDING UNIT# ROOM#	MANUFACTURER SIZE TYPE	Model#	Serial#	LOCATION SUPPLY IN/SUPPLY O/A
ACTL 9 120, 127, 129	Carrier 4 ton Gas furnace Cooling Unit	38CKC048-640 460V/Phase 3	58MXA060-16 2701E14552	1400/400CFM
ACTL 10 135,137	Carrier 5 ton Gas furnace Cooling Unit	38CKC060-620 460V/Phase 3	58MXA060-20 1701E06775	1900/600CFM
ACTL 11 133	Carrier 4 ton Gas furnace Cooling Unit	38CKC048-620 460V/Phase 3	58MXA060-16 1801E14631	1400/400CFM
ACTL 12 101, 102, 103	Carrier 3 ½ ton Gas furnace Cooling Unit	38CKC042---611-- 460V/Phase 3	58MXA060-16 2901E18475	1400/200CFM
ACTL 13 104	Carrier 7 ½ ton Gas furnace Cooling Unit	38AK-008---611-- 460V/Phase 3	58MXA060-16 0601G00185	3000/450CFM TWIN
ACTL 14 150, 158	Carrier 5 ton Gas furnace Cooling Unit	38CKC060---621-- 460V/Phase 3	58MXA080-20 1701E06776	1900/400CFM
ACTL 15 106	Carrier 6 ton Gas furnace Cooling Unit	38AK007---611-- 460V/Phase 3	58MXA06-12 0601G00116	2500/200 TWIN
ACTL 16 107	Carrier 3 ton Gas furnace Cooling Unit	38CKC036-610 460V/Phase 3	58MXA060-12 4001E05816	1050/300CFM

BUILDING UNIT# ROOM#	MANUFACTURER SIZE TYPE	Model#	Serial#	LOCATION SUPPLY IN/SUPPLY O/A
ACTL 17 109	Carrier 2 ½ ton Gas furnace Cooling Unit	38CKC030 460V/Phase 3	58MXA060-12 16017663	1000/50CFM
ACTL 18 100 E & F	Carrier 3 ton Gas furnace Cooling Unit	38CKC036---611-- 460V/Phase 3	58MXA060-12 4001E05822	1200/0/1100CFM
ACTL 19 108, 110	Carrier 6 ton Gas furnace Cooling Unit	38AK007---611-- 460V/Phase 3	58MXA060-12 4101G02072	2500/200CFM TWIN
ACTL 20 BIOSAFETY	Carrier 3 ½ ton Gas furnace Cooling Unit	38CKC042---610-- 460V/Phase 3	58MXA060-12 2901E18530	1225/1225CFM
ACTL 21 GP-1 152	Carrier 15 ton Gas pack HighBay	48TJD016 460V/Phase 3	3701F10947	6000/1100
ACTL 22 MAU-1	McQuay 40 ton	MPS040FG4DCAYYYY 460V/Phase 3	FBOU110801992	9150/9150

BUILDING UNIT# ROOM#	MANUFACTURER SIZE TYPE	Model#	Serial#	LOCATION SUPPLY IN/SUPPLY O/A
ARC 1 AHU 1	McQuay	CAH050FDAC	FBOU050700614	Inside
ARC 2 AHU 2	McQuay	CAH050FDAC	FBOU050700660	Inside
ARC 3 AHU 3	McQuay	CAH012FDAC	FBOU050700612	Inside
ARC 4 AHU 4	McQuay	CAH021GDAC	FBOU081000340	Inside
ARC 5 AHU 5	Daikin McQuay	CAH040GDAC	FBOU130200290	Inside
ARC 6 RTU 1 gas pack	Trane 5 TON	YHC060A4RHA1ZB001 YCD049	525100122L	Roof
ARC 7 RTU 2 gas pack	Trane 4 TON	YHC048ARRHA1XB000 YCD049	525100605L	Roof
ARC 8 RTU 3 gas pack	Trane 4 TON	YHC048A4RHA1XB200 YCD049	524100227L	Roof
ARC 9 RTU 4 gas pack	Trane 8.5 TON	YHC102A4RMA1RB000 YCD103	524102449L	Roof
ARC 10 RTU 5 gas pack	Trane 8.5 TON	YHC102A4RMA1RB000 YCD103	525100148L	Roof

BUILDING UNIT # ROOM #	MANUFACTURER SIZE TYPE	MODEL #	SERIAL #	LOCATION SUPPLY IN/SUPPLY O/A
ARC 11 RTU 7 gas pack	Trane 4 TON	YHC048A4RHA1XB200	524102349L	Roof
ARC 12 RTU 8 gas pack	Trane 4 TON	YHC048A4RHA1XB000	524102433L	Roof
ARC 13 RTU 9 gas pack	Trane 4 TON	YHC048A4RHA1XB000	524102363L	Roof
ARC 14 RTU 10 gas pack bathrooms	AAON, Inc 10 TON	63004 RM-010-3-0-AA02-232	200506-AMGJ18784	Roof
ARC 15 RTU 11	Trane 4 TON	YHC048A4RHA1XB000	524102291L	Roof
ARC 16 RTU 12	Trane 4 TON	YHC048ARHA1XB000	525100275L	Roof
ARC 17 HP 1 GCR	Trane Odyssey 15 ton Heat pump/split	TWA180B400FB	52155EGAD	HP: Roof AH: inside ARC building
ARC 18 HP AHU 1 GCR	Trane Odyssey Heat pump/split	TWE180B400EL	5233WJCHD	HP: Roof AH: inside ARC building

BUILDING UNIT # ROOM #	MANUFACTURER TYPE	MODEL # SIZE	SERIAL #	LOCATION SUPPLY IN/SUPPLY O/A
ARC 19 MSS 1 Office 183	ARI Standard Mitsubishi ¾ ton Split system	MUZ-A09NA	8002523T	Roof Registers in ARC building
ARC 20 MSS 2 Office 182	ARI Standard Mitsubishi ¾ ton Split system	MUZ-A09NA	8002519T	Roof Registers in ARC building
ARC 21 MSS 3 Office 181	ARI Standard Mitsubishi ¾ ton Split system	MUZ-A09NA	8002517T	Roof Registers in ARC building
ARC 22 MSS4 Office 180	ARI Standard Mitsubishi ¾ ton Split system	MUZ-A09NA	8002501T	Roof Registers in ARC building
ARC 25 HUM 1	DriSteem humidifier Gas fired	GTS04-800	1134790-01-01	MFD 7-1-05 120V 1Phase 60HZ 24 VAC
ARC 26 HUM 2	DriSteem humidifier Gas fired	GTS04-800	1134790-01-02	MFD 7-1-05 120V 1Phase 60HZ 24 VAC
ARC 27 HUM 3	DriSteem humidifier Gas fired	GTS04-300	1134790-02-01	MFD 7-1-05 120V 1Phase 60HZ 24 VAC
ARC 28 HUM 4	Pure Humidifier	GX-4 H-4 400,000 BTU	14878	MFD 11-08 120V 1Phase 60HZ 24VAC
ARC 29 HUM 5	Pure Humidifier	GX-4 H-4 800,000 BTU	23355-H1	MFD 2-13 120V 1Phase 60HZ 24VAC

It shall be incumbent upon the vendor to notify the SRRC Manager or his/her designee of their arrival at and departure from the jobsite.

2. Maintenance

It shall be the vendor's responsibility to follow a routine maintenance program to effectively maintain, to the satisfaction of Aiken County, all aspects of HVAC systems in the SRRC designated facilities. For the purpose of this contract, routine preventative HVAC maintenance shall be defined as scheduled routine inspection and proactive servicing of HVAC systems so as to facilitate heating/cooling with a minimal downtime.

Routine maintenance shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties, and in conformance to all applicable laws, codes, and regulations of the federal, state, and county governments and bureaus thereof having jurisdiction. It shall be the vendor's responsibility to obtain all permits, inspections, licenses, and certifications required for work under this section.

The annual maintenance plan can be found in Attachment B. It shall be the vendor's responsibility to furnish all materials, equipment, staging, and trucking as required for work in all three buildings in accordance with all specifications. All parts installed an/or materials used are to be exact duplicate, or an approved substitute of the original used and/or specified by the manufacturer of the equipment, and in every case, guaranteed as per manufacturer's specifications(s). All materials and equipment supplied by the contractor must be free of any lien, claim, or encumbrance. The vendor must supply all applicable Safety Data Sheets as requested by Aiken County.

Vendor shall provide documentation of maintenance. The contemplated contract resulting from the RFQ is, in part, a periodic preventative maintenance contract for time and materials.

The vendor shall clean up immediately and remove all material and debris from the building, leaving the premises in a clean condition.

3. Repair/Replacement

Prior to beginning any repair or replacement, the vendor will troubleshoot the system to diagnose the system's problems. Aiken County shall not incur any extra charge for this service. The vendor shall be available, at no cost to Aiken County, during the working day, at times mutually convenient to him/herself and a representative of Aiken County for consultation regarding potential work, to visit work locations, and to prepare estimates. There shall be no fee charged for any such written estimate of the work to be done. Repairs shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties, and in conformance to all applicable laws, codes, and regulations of the federal, state, and county governments and bureaus thereof having jurisdiction. It shall be the vendor's responsibility to obtain all permits, inspections, licenses, and certifications required for work under this section.

It shall be the vendor's responsibility to furnish all materials, equipment, staging, and trucking as required for work in all three buildings in accordance with all specifications. All parts installed an/or materials used are to be exact duplicate, or an approved substitute of the original used and/or specified by the manufacturer of the equipment, and in every case, guaranteed as per manufacturer's specifications(s). All materials and equipment supplied by the contractor must be free of any lien, claim, or encumbrance. The vendor must supply all applicable Safety Data Sheets as requested by Aiken County.

Vendor shall provide documentation of repairs. The contemplated contract resulting from the RFQ is, in part, an "on-call" repair/replacement contract for time and materials.

The vendor shall clean up immediately and remove all material and debris from the building, leaving the premises in a clean condition. In all cases, all replaced parts are to be left with an Aiken County representative, unless otherwise directed.

4. Availability

Emergency services, if applicable, are excluded from the normal maintenance services. Aiken County reserves the right to authorize emergency services before they are performed.

The vendor shall provide the ability to respond within two (2) hours to emergency situations involving the health and safety of Aiken County employees, tenants, and/or the public, and to situations involving comfort and operational capability of meeting spaces.

The vendor shall provide the ability to respond to routine repairs, service requests, or other non-urgent tasks within four (4) hours.

The vendor must be available on a twenty-four (24) hour basis in case of emergencies and shall employ an answering service or cellular telephone capable of reaching a service person twenty-four (24) hours a day. Answering machines are not acceptable.

5. Training SRRC Maintenance Staff

Vendor agrees to provide training to the SRRC staff in the areas of troubleshooting when necessary.

III. SUBMISSION REQUIREMENTS

Each bidder must attend a mandatory walk through of the facilities on February 7, 2017 at 10:00 am at the SRRC, 227 Gateway Drive, Aiken, South Carolina 29803. Please be prompt. Each bidder must acquaint themselves with the circumstances and conditions of these buildings as they exist, that he/she may fully understand the facilities, difficulties, and restrictions applicable to the execution of the work under these specifications.

All bids shall include the following information, organized as separate sections of the bid.

1. Vendor Identification:

Provide the name of the vendor, the vendor's principal place of business, and telephone numbers.

2. Client References:

The vendor shall provide at least three (3) current commercial/institutional references that have HVAC maintenance services of similar type, size, complexity, and use. Provide the designated commercial/institution name, address, telephone number, and point of contact. Aiken County Government may not be used as a reference.

3. Price:

a. Annual Service

- i.** Bids shall provide a fixed cost for regular HVAC maintenance on the listed equipment in the scope of services based on an annual maintenance plan designed by Aiken County.

b. On-Call Service

- ii.** Bids shall provide a fee schedule for each category proposed for on-call service (i.e. after-hours, emergency, etc.) based on the listed equipment identified in the scope of services.

Bids should clearly state basis for the fee/s and the method for billing additional services beyond the initial scope of service. The fees in the bid shall itemize the methodology for billing reimbursable expenses such as travel, purchase of parts, etc. The bids shall include pricing for all services. No other method or items of compensation shall be paid other than the basis specified.

4. Disclosure:

If the vendor had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance. Either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default. Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The County will evaluate the facts, and may, at its sole discretion, reject the bid on the grounds of the past experience. If the vendor has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

The bid will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with Aiken County.

5. Content of Bid Package

- Schedule of availability of the vendor.
- Understanding and Approach to the work.
- Copy of South Carolina business license
- Copy of Certifications
- Portfolio
- Insurance Requirements
- Acknowledgement of Addenda, if any

IV. BID OPENING PROCEDURES

Bids received after the deadline will be rejected without opening. The non-collusion statement must be returned and signed by an officer of the company that is authorized to enter into contract with Aiken County Government. Signatures will be checked. Any and all addenda must be acknowledged or the bidder will be deemed non-responsive and the bid will not be considered. Including a copy of the addendum or addenda will be sufficient. The bids will be read aloud and each bidder and their bid amount. No award will be made to any bidder who cannot satisfy Aiken County that he/she has sufficient ability and experience in this calls of work and sufficient capital and plant to enable him/her to complete the work successfully within the time named.

V. PAYMENT AUTHORIZATION

All work shall be authorized by the SRRC Manager or his/her designee through the issuing of a purchase order and telephone request. Work under a specific po/request shall begin and end upon the recording by SRRC Maintenance of the arrival and departure time of the vendor at the jobsite. It shall be incumbent upon the vendor to notify the SRRC Manager or his/her designee of their arrival at and departure from the jobsite. A copy of the service report (including date of work, start time, finish time, name of person(s) performing work, time each person worked, brief description of the work, name and number of parts repaired, replaced, or maintained, and recommendations or comments pertaining to the condition or operation of the equipment) shall be left at the SRRC Leasing Office upon the completion of the work.

All repairs, adjustments, and alterations to the systems covered by this contract are subject to Aiken County's approval.

Invoices: Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices may only include parts that have been furnished and installed; parts on order shall not be billed prior to installation. Invoices must be accompanied by purchasing order number obtained prior to services rendered, contract number, department receiving items, and signature of person receiving goods in order for payment to be processed. Complete invoices will be submitted within fifteen (15) days of service to the SRRC Office Manager.

Work performed during a specific fiscal year must be submitted before the end of that fiscal year. Work performed at or near the end of any fiscal year (June 30) must be invoiced immediately.

Payment: Aiken County will make payment to the vendor within thirty (30) days of receipt of a correct and complete invoice. No invoices will be processed without the above referenced documentation. Aiken County reserves the right to audit quotes for parts to determine proper pricing.

VI. AIKEN COUNTY INSURANCE REQUIREMENTS

1. Comprehensive General Liability:

The Contractor shall maintain Comprehensive General Liability coverage in amounts not less than \$1 million single limit for Bodily Injury and Property Damage. This coverage must include:

- Blanket contractual coverage to provide coverage for the liability assumed by the Contractor under the indemnity provision of the contract involved. Such Certificate must specifically state that such paragraph is insured and it must be signed by the insurance company, not the agent or broker.
- Contractor's protective coverage for his subcontractors.
- Coverage for the hazards commonly referred to as the X, C & U exclusions, where excavation, collapse or undermine perils are necessary.

2. Professional Liability:

The Contractor shall maintain Professional Liability coverage in amounts not less than \$1 million single limit for Bodily Injury and Property Damage.

3. Comprehensive Automobile Liability:

The contractor shall maintain Comprehensive Automobile Liability coverage in amounts not less than \$1million combined single limit for Bodily Injury and Property Damage.

4. Certificates

A Certificate of Insurance shall be issued confirming each coverage.

VII. INDEMNIFICATION

Vendor shall indemnify, defend, and hold harmless Aiken County and its departments, elected officials, officers, employees and agents, from and against all liability, suits, actions, proceedings, judgements, claims, losses, damages, and injuries (including attorney's fees and other expenses of litigation, arbitration, mediation, or appeal) which in whole or in part arise out of or have been connected with vendor's negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Services, including performance by vendors employees and agents; or arising from any claim for libel, slander, defamation, copyright infringement, invasion of privacy, piracy and/or plagiarism relayed to any materials vendor creates or supplies to Aiken County, except to the extent such claims arise from materials created or supplied by Aiken County.

VIII. ATTACHMENTS

ATTACHMENT A: REFERENCES AND QUALIFICATIONS

1. How long has the Vendor been in business for?
_____ Years
2. Have you included at least three (3) current commercial/institutional references that have HVAC maintenance services of similar type, size, complexity, and use?
_____ Yes _____ No
3. Can you respond to normal service call within four (4) hours?
_____ Yes _____ No
4. Can you respond to emergency call within two (2) hours?
_____ Yes _____ No
5. Do you have the vehicles and licensed personnel capable of performing the requested services within the required response time?
_____ Yes _____ No
6. Do you possess adequate labor, equipment, engineering, and management capabilities to effectively service this contract over the anticipated term, including all renewal options?
_____ Yes _____ No
7. In what city or town is your primary place of business located?

8. May we visit your business facilities?
_____ Yes _____ No
9. Have you or your firm even been terminated on an awarded contract, or have you ever otherwise failed to complete any work awarded?
_____ Yes _____ No

ATTACHMENT B: SPRING/FALL MAINTENANCE PLAN

Vendor must complete heating related items in the months of August and September; and cooling related items in the months of March and April.

1. Check power supply operation
2. Check volts/amps of compressors
3. Check volts/amps of condenser fan motors
4. Check starters and contact surfaces
5. Check operating temperatures
6. Check refrigerant charge
7. Check moisture indicators
8. Check sight-glasses
9. Check oil level
10. Check oil contamination
11. Change oil, where applicable
12. Check all belts, where applicable
13. Check all safety controls
14. Check superheat and adjustment
15. Check hot gas by-pass controls
16. Check head pressure controls
17. Check unloader operation, where applicable
18. Check all operating controls
19. Check and tighten all electrical connections
20. Lube motors/bearings, where applicable
21. Check and clean condenser coil
22. Check water-cooled condenser
23. Check water-regulating valve
24. Check compressor efficiency
25. Check cap tubes/piping for chafing
26. Check crankcase heaters
27. Check for oil/refrigerant leaks
28. Check fan wheels: clean, as needed
29. Check fan scrolls: clean, as needed
30. Check fan sheave wear
31. Check fan sheave alignment
32. Check fan bearing alignment
33. Check fan bearing supports
34. Check motor supports
35. Check motor hold down bolts
36. Check damper operations
37. Check damper linkages
38. Check damper motor operation
39. Check and clean coils: as needed
40. Check and clean condensate pans
41. Check and clean condensate pumps
42. Check air filters
43. Check humidifier strainer
44. Check humidifier hand valves
45. Check and clean humidifier float assembly
46. Check humidifier level controls
47. Check and clean humidifier drain/pan
48. Check humidifier heating elements
49. Check all humidifier controls
50. Check and clean outside air intakes
51. Check expansion valve bulb clamp
52. Check unusual noises/vibrations
53. Check cabinetry/hardware conditions
54. Check structural integrity of unit
55. Check and clean pilot assembly
56. Check ignition system for proper operation
57. Inspect burner assembly/clean
58. Inspect heat exchanger
59. Check combustion fan
60. Inspect flue, draft diverter
61. Clean air screen

ATTACHMENT B: SUMMER/WINTER MAINTENANCE PLAN

Vendor must complete heating related items in the months of August and September; and cooling related items in the months of March and April.

1. Check power supply operation
2. Check volts/amps of compressors
3. Check volts/amps of condenser fan motors
4. Check starters and contact surfaces
5. Check operating temperatures
6. Check moisture indicators
7. Check site glasses
8. Check oil level
9. Check all belts where applicable
10. Check all safety controls
11. Check all operating controls
12. Check and tighten all electrical connections
13. Lube motors/bearings
14. Check and clean condenser coil
15. Check cap tubes/piping
16. Check for oil/refrigerant leaks
17. Check fan wheels: clean, as needed
18. Check fan scrolls: clean, as needed
19. Check fan sheave wear
20. Check fan sheave alignment
21. Check fan bearing alignment
22. Check damper operation
23. Check damper linkages
24. Check and clean coils: as needed
25. Check and clean condensate pans
26. Check and clean condensate pumps
27. Check air filters
28. Check expansion valve bulb clamp
29. Check unusual noises/vibrations
30. Check cabinetry/hardware conditions
31. Check structural integrity of unit
32. Check and clean pilot assembly
33. Check ignition system for proper operation
34. Inspect burner assembly/clean
35. Inspect heat exchanger
36. Check combustion fan
37. Inspect flue, draft diverter
38. Clean air screen

ATTACHMENT B: SPLIT SYSTEM ANNUAL MAINTENANCE PLAN

Vendor must complete heating related items in the months of August and September; and cooling related items in the months of March and April.

1. Check volts/amps of compressors
2. Check volts/amps of condenser fan motor
3. Check starters and contact surfaces
4. Check operating temperatures
5. Check refrigerant charge
6. Check moisture indicators
7. Check site glasses
8. Check all belts
9. Check all safety controls
10. Check and tighten all electrical connections
11. Lube motors/bearings
12. Check and clean condenser coils
13. Check for oil/refrigerant leaks
14. Check outside air intakes

ATTACHMENT B: EXHAUST FAN MAINTENANCE PLAN

Vendor must complete heating related items in the months of August and September; and cooling related items in the months of March and April.

1. Check blade pitch operation
2. Check rotary union
3. Inspect/lube blade links
4. Inspect/lube spherical bearing
5. Lube spider hub assembly
6. Check/clean fan assembly
7. Lube fan bearings
8. Lube motor bearings
9. Check belts and sheaves: adjust if necessary
10. Tighten all nuts, bolts, mounting hardware
11. Check motor mounts and vibration pads
12. Check motor volts/amps
13. Check and tighten all electrical connections
14. Check contractors/relays
15. Lube/adjust associated dampers
16. Check fan operation
17. Check structural integrity of assembly

ATTACHMENT B: UNIT HEATERS MAINTENANCE PLAN

Vendor must complete heating related items in the months of August and September; and cooling related items in the months of March and April.

1. Brush or vacuum grilles, coils, fan, etc.
2. Lubricate fan and motor bearings
3. Check belts and sheaves
4. Check/clean drains, pans, condenser pumps
5. Check/clean strainers
6. Check steam traps, valves, etc.
7. Check and tighten all electrical connections
8. Check all control operations
9. Lube and adjust dampers and linkages
10. Check unit operating conditions
11. Check heat exchanger for leaks
12. Check gas valve and controls
13. Check oil burner and controls
14. Check and tighten electric heater connections
15. Check amps/volts
16. Check filters and air screen
17. Check fan assembly
18. Lube fan and motor bearings
19. Check motor volts/amps
20. Check/adjust belts and sheaves
21. Check burner and interlock controls
22. Check and tighten all mounting hardware
23. Check overall operation
24. Check and tighten electrical connections
25. Check operating controls
26. Check thermometer accuracy
27. Check hardware and gaskets
28. Check overall operation
29. Check and clean pilot assembly
30. Check ignition system for proper operation
31. Inspect and clean burner assembly
32. Inspect heat exchanger
33. Check combustion fan
34. Inspect flue and draft diverter

ATTACHMENT C: PRICING

Hourly Rates (Mechanic/Tradesman)*:

Monday – Friday 7:30 a.m. – 3:30 p.m. \$ _____/hr X 200 hrs** = \$ _____ (1)

Monday – Friday 4:00 p.m. – 7:00 a.m. \$ _____/hr X 50 hrs** = \$ _____ (2)

Saturdays, Sundays, Holidays*** \$ _____/hr X 20 hrs** = \$ _____ (3)

Vendor's Mark-Up:

The vendor will mark-up all supplies and outside subcontractor's services per an agreed upon rate as shown below.

Mark-up = ((_____ % X \$10,000**) + \$10,000) = \$ _____ (4)

**Maintenance and Service calls shall be a one (1) Mechanic/Tradesman operation unless additional Mechanics/Tradesmen are approved by the SRRC Lead Maintenance and Manager. All mechanics shall have a copy of all required certifications, licenses, and insurance on file. All persons operating a motor vehicle on Aiken County property must have a copy of the required motor vehicle license, and insurance on file.*

***Hour and Material amounts are for evaluative purposes only and do not reflect actual estimate of hours and materials required under contract.*

****For this contract the recognized holidays are: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas.*

Total Estimated Contract Price (Sum of Lines 1 – 4) = \$ _____

Bids should clearly state basis for the fee/s and the method for billing additional services beyond the initial specifications. The fees in the bid shall itemize the methodology for billing reimbursable expenses such as travel, etc. The bids shall include pricing for all services. No other method or items of compensation shall be paid other than the basis specified.